Wolcott Public Library Board of Trustees Meeting

Thursday, September 3, 2026
5890 New Hartford St, Wolcott, NY 14590

Attendance

Board Members Present: Dan Johnson, President - Steve Monroe, Secretary - Bobby-Jo Mendenhall and Library Manager - Dorothy E. Patt.
Excused : Vice President - Jennifer Kerr, Katetlyn Interlichia.

I. **Call to Order**
Meeting called to order by Steve Monroe at 6:34pm.

II. **Meeting Justification** - Wolcott Library Board President, Steve Monroe requested a meeting to discuss the “Data Security Incident” that happened June 24, 2026.

III. **Library Director Report:**

Motion: Bobby-Jo Mendenhall moves that the Wolcott Library Board of Trustees acknowledges receipt of OWWL Library System's letter dated August 26, 2026 regarding the data security incident that has since been identified and resolved, and recognizes the importance of strong data security practices at the Wolcott Library. Dan Johnson seconded and the motion passed unanimously.

Motion: Steve Monroe moves that the Wolcott Library Board of Trustees accepts OWWL Library System's proposed resolution, agrees to contribute $900 toward the System's costs upon receipt of OWWL's invoice through the Library's normal bill-approval process, and affirms Wolcott Library's continued partnership with OWWL Library System on data security going forward. Bobby-Jo Mendenhall seconded and the motion passed unanimously.

Motion: Dan Johnson moves that the Wolcott Library Board of Trustees affirms its commitment to completing the recommended corrective steps, including updated local policy, staff security training, signed access acknowledgments, and any required notifications, by the dates outlined in OWWL's letter. Bobby-Jo Mendenhall seconded and the motion passed unanimously.

Motion: Bobby-Jo Mendenhall moves to designate Dorothy E. Patt, Library Manager to coordinate completion of these steps and report back to the Board on their progress, and to authorize Steve Monroe, Library Board President, to sign and submit any required notifications and policy updates on the Library's behalf. Dan Johnson seconded and the motion passed unanimously.

Motion: Steve Monroe moves that the Wolcott Public Library adopts the Library Data Breach Policy, effective September 3,2026. This policy contains procedures that will be followed by our members in the event of a data breach. Dan Johnson seconded and the motion passed unanimously.

IV. **Committee Reports:** There were no committee reports.

V. **Old Business:** There was no old business.

VI. **New Business:**

VII. **Other:**

VII. **Motion to Adjourn** meeting at 7:32 pm by Steve Monroe. Bobby-Jo Mendenhall seconded and the motion passed unanimously.

Next meeting will be held at Wolcott Public Library on Wednesday September 16, 2026 at 6:30pm.

Respectfully Submitted,
Bobby-Jo Mendenhall
Wolcott Public Library Board Secretary